

**ENVIRONMENT, ENGINEERING  
AND TRANSPORTATION  
DEPARTMENT**

Council House, Mary Stevens Park, Stourbridge, DY8 2AA Telephone: Dudley (01384) 818181 Fax: (01384) 814455

Your ref: Our ref: **GREENFIELDS** Please ask for: Ext.  
**FILLING STATION** Direct Line: (01384)

**AUTHORISATION TO OPERATE A PRESCRIBED PROCESS**

THE ENVIRONMENTAL PROTECTION ACT, 1990 - PART I

THE ENVIRONMENTAL PROTECTION (PRESCRIBED PROCESSES & SUBSTANCES)  
REGULATIONS, (AS AMENDED), 1991

THE ENVIRONMENTAL PROTECTION (APPLICATIONS, APPEALS & REGISTERS)  
REGULATIONS, (AS AMENDED), 1991

THE ENVIRONMENTAL PROTECTION (PRESCRIBED PROCESSES & SUBSTANCES ETC),  
(AMENDMENT), REGULATIONS, 1994

APPLICATION DULY MADE:- 8th April 1999

AUTHORISATION REFERENCE NUMBER: PET20

DATE AUTHORISATION SERVED: 16th June 1999

Dudley M.B.C. do hereby authorise: BP OIL UK LIMITED, WITAN GATE HOUSE,  
500/600 WITAN GATE, CENTRAL MILTON KEYNES MK9 1ES

To carry on a process for the unloading into storage of petrol from mobile containers at a Service Station, as defined in Part 'B' of Section 1.4 of Schedule 1 to the Environmental Protection (Prescribed Processes & Substances) Regulations, 1991, (As Amended), as described below in accordance with the following conditions.

ADDRESS OF AUTHORISED PROCESS: GREENFIELDS FILLING STATION, MANOR WAY,  
HALESOWEN, WEST MIDLANDS B62 8RJ

DESCRIPTION OF AUTHORISED PROCESS

The unloading of petrol into stationary storage tanks at a Service Station within the process boundary marked on the attached Plan Reference P1.

This Service Station has three petrol storage tanks and the annual volume of petrol unloaded from mobile containers into the stationary storage tanks is in excess of 1000m<sup>3</sup>.

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**CONDITIONS**

**1.0. SITE CONSTRUCTION**

- 1.1. Vapours displaced by the delivery of petrol into storage installations at this Service Station shall be returned through a vapour tight connection line to the mobile container delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to Conditions 2.1, 2.2 and 2.3 below.
- 1.2. The vapour balancing systems shall be of a size and design, as approved by the Local Enforcing Authority, to minimise vapour emission during the maximum petrol and vapour flow in accordance with conditions 1.1 and 3.2.
- 1.3. The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
- 1.4. The fittings for delivery and vapour return pipes shall be different to prevent misconnection.
- 1.5. The petrol storage tank vent pipe shall be fitted with a pressure vacuum vent valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum vent valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
- 1.6. Adjacent to each vapour return connection point for the storage tank, there shall be a clearly legible and durable notice instructing, "**Connect vapour return line before offloading**", or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with Condition 3.2.
- 1.7. Venting of the petrol vapour shall be through the vent pipes marked on the attached site plan Reference P1.

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**2.0. ON SITE PROCEDURE**

2.1. All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The Local Enforcing Authority shall be advised immediately of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases details of such a vapour leak shall be recorded in the Log Book required by Condition 4.3.

In this Condition, and in Condition 4, a vapour leak means any leak of vapour excepting those which occur through the pressure vacuum vent valve, as described in Condition 11 during potentially hazardous pressurisation.

2.2. The operator shall immediately advise the Local Enforcing Authority of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in Condition 2.1.

2.3. Instances of vapour leak shall be recorded in the Log Book, as required by Condition 4.3 and under the circumstances detailed in Condition 2.1, be advised to the Local enforcing Authority immediately.

2.4. The procedures in Conditions 3.1, 2.1, 2.2 and 2.3 shall be reviewed in light of any modifications which occur to the facilities. The Local Enforcing Authority shall be advised of any proposed alteration. If necessary, a Variation Notice shall then be served by the Local Authority to alter the conditions of the Authorisation before the proposed alteration is implemented.

2.5. Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which requires entry to the tank.





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**3.0. DELIVERY PROCEDURE**

- 3.1. The operator shall implement the petroleum delivery procedure provided as part of the application for Authorisation and which is attached to this authorisation document.
- 3.2. The number of tanker compartments being discharged simultaneously shall not exceed two, excluding the diesel compartment, unless the diesel storage tank is vented through the same vapour balancing system as the petrol storage tanks.
- 3.3. When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected by the road tanker end first and then at the storage tank end.
- 3.4. If dip testing of storage tanks or road tanker compartments is performed before delivery, the dip openings shall be securely sealed prior to the delivery taking place.
- 3.5. Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected except where split compartment deliveries are carried out and the Petroleum Licensing Authority has agreed to this procedure.
- 3.6. A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. A competent person may be an employee of the Service Station operator, or the tanker driver, however, the competent person shall have received the necessary training as detailed in the definition attached to this Authorisation.
- 3.7. All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
- 3.8. On completion of unloading the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. The delivery hose shall be disconnected at the rod tanker end first. The vapour return hose shall be disconnected at the storage tank end first.

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- 3.9. All connection points shall be securely sealed after delivery.
- 3.10. If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed immediately after dip testing.

4.0. TESTING & MAINTENANCE PROCEDURES

- 4.1. Petrol delivery and vapour return lines, pressure vacuum vent caps and valves, vapour adapter poppet seat and spring, vapour adapter hose connection point and cap, tank fill point connection points and caps, and all associated above ground pipework shall be tested annually in accordance with the Schedule attached to this Authorisation.
- 4.2. All underground vapour return pipework petroleum delivery pipework and petrol storage tanks shall be pressure tested once every 5 years, in accordance with the Schedule attached to this Authorisation.
- 4.3. The operator shall maintain a Log Book at the authorised premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out, along with details of training given to operating staff at the Service Station.

The Log Book shall also detail any suspected vapour leak, together with action taken to deal with any leak, in accordance with Conditions 2.1, 2.2 and 2.3.



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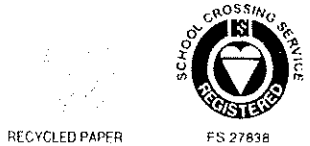
Your ref: Our ref: **GREENFIELDS** Please ask for: Ext.  
**FILLING STATION** Direct Line: (01384)



**SIGNED:** .....  
Dr. M.W. Curtis.  
Chief Environment, Engineering & Transportation Officer

**DATE:** .....

By, or on behalf of the Chief Officer, Environment, Engineering and Transportation Department, authorised by Dudley Metropolitan Borough Council, to sign on their behalf.



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ADDITIONAL NOTES

(THIS SECTION DOES NOT CONSTITUTE ANY PART OF THE LEGAL AUTHORISATION DOCUMENT)

1. Section 7(10) of the Act describes "BATNEEC" as including, in addition to technical means and technology the number, qualification, training and supervision of persons employed in the process and the design, construction, layout and maintenance of the buildings in which the process is carried out.
2. To contact this office during normal office hours, telephone Stourbridge (01384) 818181 and ask to speak to an Officer in the Environmental Protection Division of the Environment, Engineering and Transportation Department. To report an incident to this Department during out of office hours the emergency operator should be contacted on Stourbridge (01384) 818182.
3. Section 7(4) of the Act provides that, in relation to any aspect of the prescribed process not regulated by conditions the Best Available Techniques Not Entailing Excessive Costs shall be used:-
  - (a) For preventing the release of substances prescribed for air into the air, or where that is not practicable by such means for reducing the release into the air of such substances to a minimum and for rendering harmless any such substances to a minimum and for rendering harmless any such substances which are so released, and;
  - (b) For rendering harmless any other substances which might cause harm if released into the air.

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**SCHEDULE OF MAINTENANCE EXAMINATION  
AND TESTING OF VAPOUR BALANCING CONTROLS**

The company will ensure that vapour balancing controls will be maintained as appropriate at least at the minimum frequency determined by PG1/4(96).

All maintenance work carried out on site is detailed within the site register as required by the site petroleum licence, this includes commissioning tests as appropriate.

Maintenance will only be carried out by a competent person. Any damage or defects to be logged and any replacement parts fitted will be equivalent or better types.

The company will ensure that vapour balancing controls will be examined and tested at least at the minimum Frequency determined by PG1/14(96).

The site being new has warranty with the installers and will incorporate the following inspection at the end of the first year and thereafter annually.

Pressure vacuum vent caps removed and valve action tested.

Vapour adapter poppet seat and spring to be inspected for action and damage.

Vapour adapter hose connection point undamaged and cap seal in good condition.

All tank fill point connection points undamaged and cap seals in good condition.

All above ground pipework (manifold and risers) visually checked for corrosion.

All underground vapour return pipework, petroleum delivery pipework and petrol storage tanks shall be pressure tested every five years.





**BP OIL UK LTD**

**GREENFIELDS SERVICE STATION**

**PROCEDURES FOR UNLOADING PETROLEUM SPIRIT ON A SITE WHICH HAS A STAGE 1b VAPOUR BALANCING SYSTEM INSTALLED**

**Procedures**

In addition to the requirements of discharge conditions the following procedure must be performed in sequential order:

- 1) The normal operation of the tankers air system is used to permit showing wet dips. Dip rods are then removed and stowed and dip caps secured.
- 2) The vapour recovery hose is firstly connected to the connection on the road tanker. Connecting the vapour recovery hose to the tanker deactivates the air system operated by the green button on the tanker.
- 3) The site vapour recovery hook up line cap is removed and the vapour hose is connected to the vapour recovery hook up pipe.
- 4) Connect up to a maximum of two spirit discharge hoses.
- 5) To perform the delivery the red button in the control box must be pulled out, followed by the individual numbered buttons for each compartment footvalve.
- 6) Following the delivery any confirmation that the compartments are empty should be by viewing the sight glass if fitted on each compartment outlet faucet.
- 7) Close down the system by depressing the red button - this will close all valves.
- 8) Disconnect discharge hoses.
- 9) Disconnect the vapour recovery hose from the site storage tank end and replace the cap.
- 10) Remove vapour balancing hose from the tanker end and replace vapour line cap.

BP OIL UK LTD

GREENFIELDS SERVICE STATION

List of staff members trained to accept Petroleum deliveries at this site:

SEE SITE REGISTER

All persons trained in tanker delivery procedures are fully aware of the revised policy regarding the order in which the hoses are to be connected and disconnected.

All staff listed in the site register have passed the relevant BP training course and have been awarded the appropriate certificate.

**BP OIL UK LTD**

**GREENFIELDS SERVICE STATION**

**EMERGENCY PROCEDURE IN THE EVENT OF A VAPOUR LEAKAGE.**

**1.0 INTRODUCTION**

The following procedure must be followed in the event of a vapour leak or suspected leak in the vapour recovery system.

**2.0 SYMPTOMS**

- 2.1 A strong smell of petrol vapours in the vicinity of the vent stack or vapour recovery hook up point may indicate a vapour leak.
- 2.2 A visible inspection of the vapour recovery system may indicate a problem with the connection terminal or pipework if manifolded above ground.
- 2.3 A presence of product discharging from the vapour recovery point indicates a problem with the overfill prevention valves fitted. Any vapour leak must be reported accordance with the standard procedure via the Territory Manager.
- 2.4 If the hose is seen to "kick" this may indicate an overfill situation.

**3.0 VAPOUR LEAK**

- 3.1 In the event of a vapour leak the attached reporting structure must be followed.
- 3.2 In the event of a leak which appears strong enough to cause a threat of ignition then the manager must immediately close the site.
- 3.3 The site manager is to maintain a detailed record of any incident.  
All details and Contractor visits must be entered in the site register.

**BP OIL UK LTD**

**GREENFIELDS SERVICE STATION**

**MAINTENANCE SCHEDULE for the VAPOUR RECOVERY INSTALLATION**

**1.0 MAINTENANCE CONTRACT**

The maintenance Contract is administered on behalf of BP Oil UK Ltd by

BP/Bovis Alliance  
Witan Gate House  
500-600 Witan Gate  
Central Milton Keynes  
Bucks MK9 1ES

Tel: 01908 853000

Fax: 01908 853276

**2.0 SITE PARTICULARS**

- 2.1 The offset fills are located on the HGV pump island located to the right of the sales building.
- 2.2 The vapour recovery hook up point is located to left of the offset fills i.e. towards the rear of the tanker when off loading.
- 2.3 The vents are manifolded below ground, with the vent stack located at the bottom end of the site, adjacent to the forecourt ingress position.

**3.0 MAINTENANCE SCHEDULE**

- 3.1 The overfill prevention devices are to be checked in accordance with the manufacturers instructions to ensure that the mechanical float is fully operational.  
The overfill prevention devices are to be installed on all sites where vent lines are manifolded at low level.  
The overfill prevention devices installed at the above site are OPW ref.: 6150/4124.
- 3.2 The pressure vacuum vent valve is to be checked in accordance with the manufacturers instructions to ensure it is fully operational.  
The pressure vacuum vent valve installed at the above site is the Risbridger ref.: 2798



3.3 The vapour recovery adaptor is to be checked to ensure that the poppet sealer and connection are fully operational.

The adaptor used at the above site is the Risbridger ref.: 3005.

3.4 The vapour recovery signage will be checked to ensure that all current signage is clean, securely fixed and visible upon inspection.

3.5 The flame arrestor within the vapour recovery adaptor is to be checked for obstructions and to ensure it is fully operational.

The arrestor installed at the above site is the Risbridger ref.: 2138.

#### **4.0 PIPEWORK**

4.1 The offset fill lines, vents and the suction lines including the vapour recovery system are to be tested in accordance with the Licensing Authorities requirements.

This test is to be carried out every five years, and the test certificate is to be completed by the Contractor, with a copy inserted in the site petroleum register.

#### **5.0 GENERAL**

5.1 All Contractors carrying out testing or preventative maintenance work are to complete site petroleum register and advise the relevant Licensing Authority of the appropriate dates of work and the test results.

## **COMPETENT PERSON TRAINING**

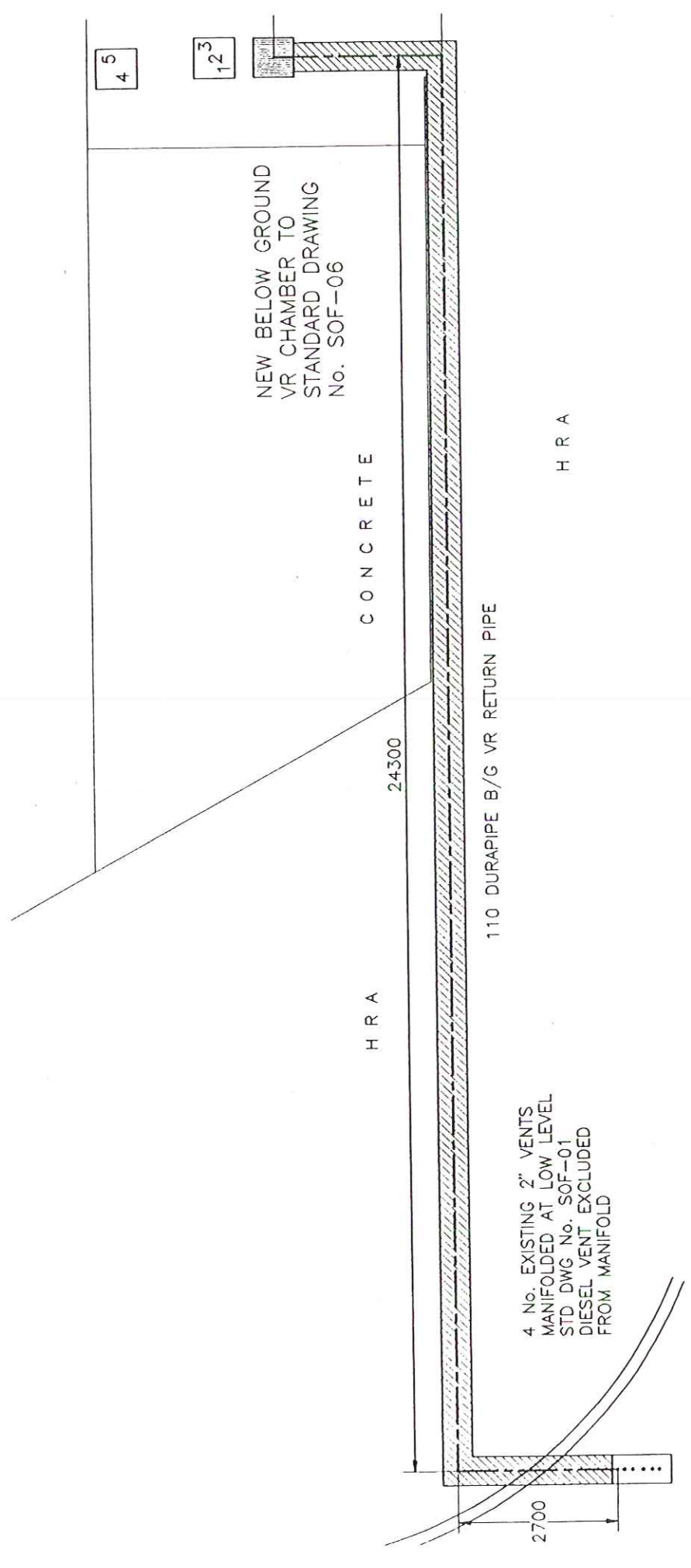
**The following is a list of the training given to all new members of staff who would be responsible for accepting Tankers on any Company Owned Company Operated site.**

1. Attendance of a half day course covering Legislation, H & S, pre and post delivery procedures, this includes two videos one about Fire and extinguisher operation and another covering the receipt of a Licensee Controlled Delivery.
2. A test is then taken asking 30 questions with a multi-choice answer format. The pass is 80% (24/30). Failure to get this would mean the candidate would have to go through this process again.
3. Three supervised Tankers to be seen in.
4. They must read the sites Petroleum Licence and be aware of any special conditions.
5. Pass a Site Specific test (10 questions - 100% is the only acceptable mark).
6. Attend or be registered for a Fire course (practical).

**At this point if all the above criteria has been met a Competent Persons Pass will be issued for accepting LCD.**

### **Driver Controlled Delivery**

For DCD sites a further test is taken after watching a video that deals solely with DCD. This is again a Multi-choice test, where 80%(13/16) is the minimum pass mark. Once this has been successfully taken a separate pass is issued to be kept along with the LCD one that they would already have.



L A N D S C A P I N G

TANK DETAILS

TANK 1	D	25900L	NORMOND	LSI
TANK 2	UL	43200L	NORMOND	LSI
TANK 3	4*	43200L	NORMOND	LSI
TANK 4	SUL	17300L	NORMOND	LSI
TANK 5	4*	25900L	NORMOND	LSI



TOKHEIM SOFITAM

Site Address: GREENFIELDS FILLING STATION MANOR WAY HALESOWEN	Site Ref No: WC30
	Drawn: MCB
	Survey Date: 29.10.97
M & H Associates, 19 Lapwing Close, Northampton. NN4 0RT. Tel/Fax No: 01604 706351 e-mail: MandH Asso@AOL.COM	
Scale: 1:100	

**BP OIL UK LTD**

**GREENFIELDS SERVICE STATION**

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- 4) Connect up to a maximum of two spirit discharge hoses.
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SEE SITE REGISTER

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3.5 The flame arrestor within the vapour recovery adaptor is to be checked for obstructions and to ensure it is fully operational.

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#### **4.0 PIPEWORK**

4.1 The offset fill lines, vents and the suction lines including the vapour recovery system are to be tested in accordance with the Licensing Authorities requirements.

This test is to be carried out every five years, and the test certificate is to be completed by the Contractor, with a copy inserted in the site petroleum register.

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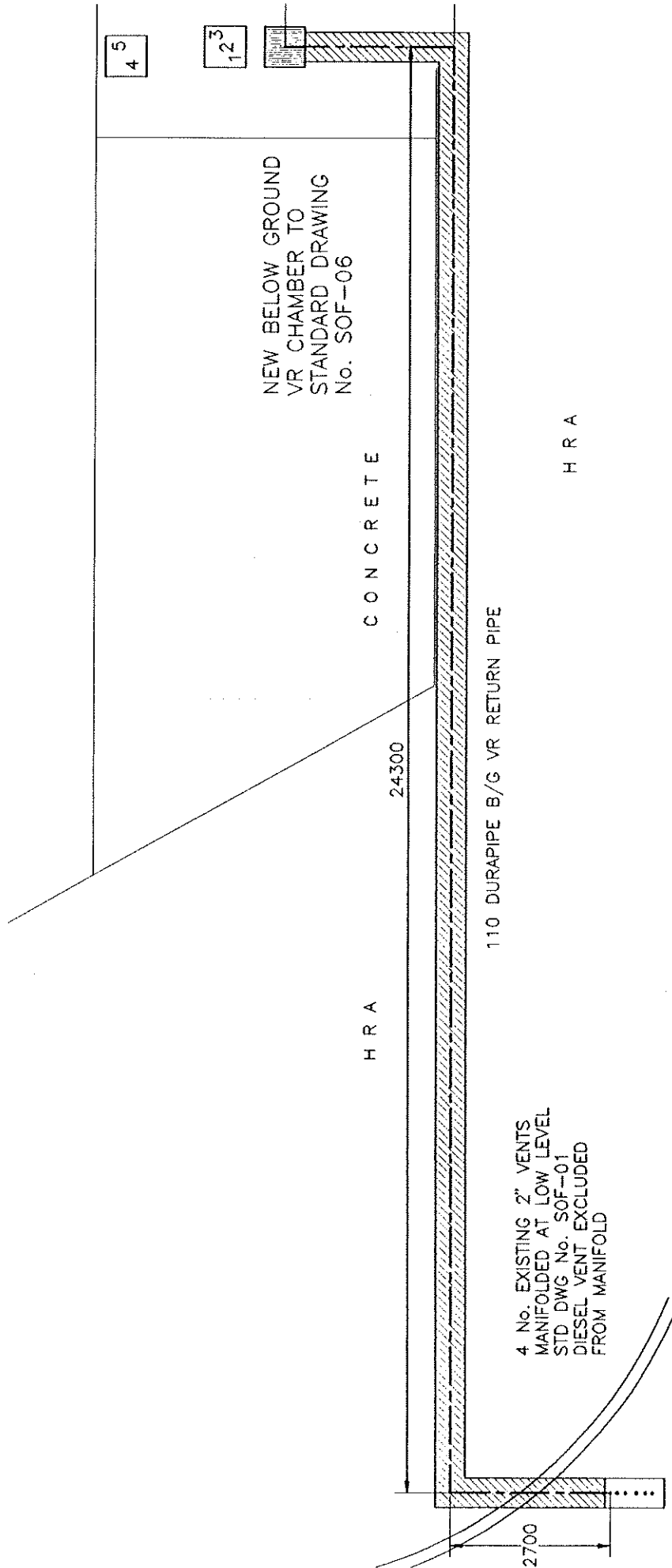
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NEW BELOW GROUND  
VR CHAMBER TO  
STANDARD DRAWING  
No. SOF-06

CONCRETE

H R A

H R A

110 DURAPIPE B/G VR RETURN PIPE

24300

4 No. EXISTING 2" VENTS  
MANIFOLDED AT LOW LEVEL  
STD DWG No. SOF-01  
DIESEL VENT EXCLUDED  
FROM MANIFOLD

2700

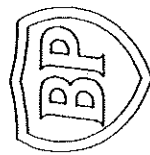
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12

LANDSCAPING

TANK DETAILS

TANK 1	D	25900L	NORMOND	LSI
TANK 2	UL	43200L	NORMOND	LSI
TANK 3	4*	43200L	NORMOND	LSI
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TANK 5	4*	25900L	NORMOND	LSI



TOKHEIM SOFITAM

Site Address: GREENFIELDS FILLING STATION MANOR WAY HALESOWEN	Site Ref No: WC30
M & H Associates, 19 Lapwing Close, Northampton, NN4 0RT.	Drawn: MCB
Tel/Fax No: 01604 706351 e-mail: MandH Asso@AOL.COM	Survey Date: 29.10.97
	Scale: 1:100